



CITY OF HOUSTON

Post Office Box 61167 Houston, Texas 77208-1167

Bill White, Mayor

Thank you for your interest in obtaining a Sign Contractor's License in the City of Houston. This license is required for any person leasing or erecting signs in the City of Houston and renewed annually for \$405.00. Additional Electrical Licenses are required for companies installing electrical signs.

Contractors are required to be licensed by the State of Texas now. We are going to have companies outside of the Houston area applying for licenses. In order to accommodate the licensing process, they must provide an agent within the sign code application area as outlined in Section 4606(c)

In order to avoid unnecessary delays in the processing of your application, the evidence of insurance and Removal Bond should be submitted with the application.

Presently, an approved public liability and property damage insurance policy in the amount of \$100,000.00 for any person injured, \$300,000.00 for injury to more than one person and \$100,000.00 for property damage and a \$25,000.00 Removal Bond is required. If you intend to perform work over the curb line or on public property, a Construction Bond in the amount of \$25,000.00 or a deposit of like amount with the city is required prior to commencing work.

Enclosed are the insurance requirements including endorsements that are required under the current provisions of the Houston Sign Code. For your convenience, bond forms containing the required language have been provided and may be used by your surety company provided that seals are affixed as required.

If you should have any questions concerning the application process or these requirements, please contact Lisa Cotton at (713)535-7819.

Sincerely,

Sign Administrator
Public Works and Engineering
SL/lmc

Enclosures - (5)

ENDORSEMENT

The following endorsement should be obtained by license applicants so that the standard public liability and property damage policy typically presented by license applicants will meet the requirements of Section 4606(d) of the Sign Ordinance:

Inasmuch as _____ seeks to obtain a license from the City of Houston, Harris County, Texas for the purpose of erecting and/or leasing signs in accordance with the City's Sign Ordinance, Chapter 46, Building Code, it is agreed that this policy is expressly extended to provide the public liability and property damage coverage required by said ordinance in Section 4606 (d) on all signs leased and/or erected by _____, within the City of Houston.

It is further agreed that the City of Houston will receive prior written notice of cancellation of the policy not less than ten (10) days prior to the date of cancellation, in accordance with the requirements of Section 4606(d) of said Ordinance. The required notice should be addressed as follows:

**CITY OF HOUSTON
PUBLIC WORKS AND ENGINEERING DEPARTMENT
SIGN ADMINISTRATION
P. O. BOX 61167
HOUSTON, TEXAS 77208-1167**

The above endorsement should be added to the policy by the insurer and signed by its authorized representative. In addition, the certificate of insurance must include proof of authorization as follows:

The applicant should have a power of attorney for the authorized representative signing the certificate attached to the certificate of insurance unless the certificate comes direct from the company and bears the signature of an officer and the corporate seal.

**REMOVAL BOND
(Section 4606(e), Building Code)**

THE STATE OF TEXAS •

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS •

THAT WE,

(name and address of surety)

as surety, are held and firmly bound unto the City of Houston, Harris County, Texas

IN THE SUM OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) as reimbursement for removal costs of any sign that the said principal unlawfully erects, or causes to be erected, or maintains, or causes to be maintained, as provided by Chapter 46, Building Code, City of Houston, for which payment well and truly to be made we hereby bind our selves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT

WHEREAS, the principal herein has requested or obtained a license from the City of Houston to erect, lease or maintain a sign or signs, pursuant to Chapter 46, Building Code, within the City of Houston;

NOW, THEREFORE, in consideration of the said issuance of a license by the City of Houston the principal hereto as licensee and his surety enter into this bond agreement to secure the said City as licensor that if said principal herein does not erect, or cause to be erected, or maintain, or cause to be maintained, any unlawful sign or signs as defined by said law during the term of this bond obligation, then said obligation shall be void; otherwise to remain in full force and effect.

The effective time period or term of this bond is continuous and shall remain in full force and effect and run concurrent with license period of the principal and for any and all renewals thereof unless sooner terminated or cancelled by affirmative action of the said surety as herein prescribed. The surety may sooner cancel this bond by giving written notice by certified mailings to the principal at his last known business address and to the Sign Administrator, Public Works and Engineering, City of Houston, P. O. Box 61167, Houston, Texas 77208-1167 of the surety's intention so to cancel; but such act of cancellation shall not be effective until ten (10) days after actual receipt of said notice by the said Sign Administrator. Such an act of cancellation by the surety shall not affect any liability incurred hereunder prior thereto.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument, this ____ day of _____, 20__.

ATTEST:

(Secretary)

(Principal)

By: _____

ATTEST:

(President)

(Corporate Surety)

By: _____

APPROVED:

Attorney in Fact

Assistant City Attorney

The foregoing bond is approved and accepted on behalf of the City of Houston this _____ day of _____, 20__

Director
SA/FORM 12 (9-15-94)

Public Works and Engineering Department

CONSTRUCTION BOND

(Section 4605(k), Building Code)

THE STATE OF TEXAS •

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS •

THAT WE,

(name and address of surety)

as surety, are held and firmly bound unto the City of Houston, Harris County, Texas.

IN THE SUM OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) as reimbursement for removal costs of any sign that the said principal unlawfully erects, or causes to be erected, or maintains, or causes to be maintained, as provided by Chapter 46, Building Code, City of Houston, for which payment well and truly to be made we hereby bind our selves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT

WHEREAS, the principal herein has requested or obtained written permission from the Sign Administration of the Public Works and Engineering Department of the City of Houston to perform work on a sign or signs or sign structure or structures with such work extending beyond the curb line or on or above the public property:

NOW, THEREFORE, if the principal herein shall during the term of this bond obligation, observe and comply with the provisions of Chapter 46 of the Building Code of the City of Houston and other applicable law, and pay any cost that may be incurred or any loss, damages or injury that may be sustained by the City of Houston because of such work, then, this obligation shall be null and void; otherwise to remain in full force and effect.

The effective time period or term of this bond is continuous and shall remain in full force and effect until terminated or cancelled by affirmative action of the said surety as herein prescribed. The surety may sooner cancel this bond by giving written notice by certified mailings to the principal at his last known business address and to the Sign Administrator, Public Works and Engineering, City of Houston, P. O. Box 61167, Houston, Texas 77208-1167, of the surety's intention so to cancel; but such act of cancellation shall not be effective until ten (10) days after actual receipt of said notice by the said Sign Administrator. Such an act of cancellation by the surety shall not affect any liability incurred hereunder prior thereto.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument, this ____ day of _____, 20__.

ATTEST:

(Secretary)

(Principal)

By: _____

ATTEST:

(President)

(Corporate Surety)

APPROVED:

Assistant City Attorney

By: _____
Attorney in Fact

The foregoing bond is approved and accepted on behalf of the City of Houston this _____ day of _____, 20__

Director
Public Works and Engineering Department

SA/FORM 11 (9-15-94)

**SIGN CONTRACTORS LICENSE
APPLICATION**

Name of Firm: _____ Date: _____

Name of Person Filing Application: _____

Telephone No.'s: _____

Address (Main Office): _____

(Street No.)

(Street Name)

(City)

(State)

(Zip)

Contractors Agent authorized to file application:

Agent's Name: _____

Business Address: _____ Phone: _____

Home Address: _____ Phone: _____

Other City Licenses held by the Applicant:

Name of License

License Number

1. _____

2. _____

3. _____

How many years of Sign Construction experience: In Houston _____ Elsewhere _____

Insurance Information:

Insurance Company: _____ Policy #: _____

NOTE: Property liability and property damage amounts \$100,000 - \$300,000 - \$100,000 (Section 4605 (g) Ordinance No. 80-351 as revised by Ordinance No. 93-876)

Date Issued: _____

Expiration Date: _____

Cancellation Clause, Notice to Sign Administrator: Yes _____ No _____

Removal Bond Information:

Bonding Company: _____ Bond No.: _____

Amount of Bond: _____ (Min. \$25,000) Date Issued: _____ Expiration Date: _____

AFFIDAVIT

I hereby certify that the above information is true and correct and further that if this application is approved, that I or my authorized agent will conform to all provisions of the City of Houston Building Code, Sign Regulation, and any other applicable laws or ordinance presently in force or hereafter adopted during the term of the license. I understand that non-compliance will be just cause for the revocation of the license by the Sign Administrator. In the event that I change agents, address, or any other information provided in this application, I will inform the Sign Administrator immediately.

(Signature)

Sworn to and subscribed before me by said _____ on _____, 20__, to certify which witness my hand and seal of office.

Notary Public in and for Harris County

(Seal)

DEPARTMENT USE ONLY

A review of this application has been made and the application is _____ for a Sign Contractors License this date _____ 20__.

Receipt No.: _____

License No.: _____ Date: _____

(Sign Administrator)

Revised November 04, 2004